

Form No. 36-4

Present

Proposed

1. Operating Office writes memo to Procurement requesting overseas shipment, indicating whether the shipment is to go by air or surface transportation. This memo accompanies the reqn to Procurement Office.

25X1X8

2. Procurement transposes information from memo to Form 36-4, assigns cargo number, and forwards Form 36-4 to [redacted] Trans. Division.
3. [redacted] makes file and holds for further information from Procurement.
4. When items have been procured and delivered to warehouse, Procurement forwards a yellow copy of the Shipping Document to [redacted] which lists items which have been delivered and are in process of being packed.
5. [redacted] checks items on Shipping Document against requisition and holds in file.
6. When items are packed a second yellow copy of the Shipping Document is forwarded by Procurement to [redacted] giving number of cases, dimensions, cube, weight, etc.
7. [redacted] for sea shipments, writes to Dispatch Agent for space. For air shipments, space is obtained by telephone.
8. Upon receipt of space, [redacted] in the case of sea shipments, writes memo to Procurement advising of space assigned, date of sailing, markings to be put on cases, etc., and forwards Dock Receipts. In the case of air shipments, similarly advises Procurement of what airlines, markings and where to deliver items.

1. Operating Office initiates Form

[redacted]
to Procurement Office.

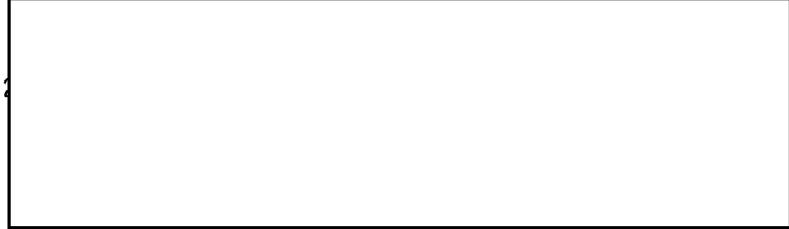

2. Procurement assigns cargo number to Form 36-4 and routes original & loc thereof w/copy of reqn to [redacted] Branch. [redacted]
5. When air shipment is requested, [redacted] will estimate cost of shipping by air and sea and fill in ~~the~~ Form 36-4 in the space provided for this information. Will then forward Form 36-4 to operating office for completing the certification when air shipment is desired.
6. Certification will be returned to [redacted] to be held in file until further information is rec'd from Procurement re when items are ready to be shipped.

25X1X8


Proposed

1. Operating Office initiates Form 36-4 and requisition and forwards


25X1X8

2. 
3.  makes file and holds for further information from Procurement.


25X1

4. When items have been procured and delivered to warehouse, Procurement forwards a yellow copy of the Shipping Document to  which lists items which have been delivered and are in process of being packed.


25X1

5.  checks items on Shipping Document against requisition.

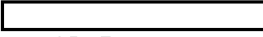
25X1

6. When air shipment is requested,  Branch will obtain estimated weight and cube and estimate cost of shipping by air and sea. Will fill information re cost and estimated time of departure and arrival of shipment in ~~the~~ Form 36-4 and forward original to operating office for completing certification re necessity for air shipment.

25X1

7. Operating office completes certification and returns Form 36-4 to 

25X1

8.  holds Form 36-4 and file until Procurement Office advises when items are packed and ready to be shipped.

25X1

9. Steps 6, 7, and 8 of present procedure.

25X1 The present procedure is that the operating division writes a memorandum to the Procurement Office requesting overseas shipments and indicates whether the shipment is to be by air or surface transportation. Based on this request and information the Procurement Office is initiating requests for overseas shipment of cargo on Form No. 36-4, forwarding a copy of this form to the [redacted] Transportation Division.

25X1 COMMENT: This procedure is inadequate for the reason that special instructions regarding handling of shipment are not directly communicated to the Transportation Division and it is often necessary that the [redacted] personally contact the operating division for special instructions. Therefore, the request for overseas shipment of cargo should be processed directly to the [redacted] Transportation Division, with an information copy to the Procurement Office. At the present time, the Procurement Office is not requiring justifications for air shipments and the justifications furnished by the Procurement Office to the [redacted] are now considered a matter of routine and meaningless verbiage. 25X1

25X1 The cost of air shipments is, of course, greatly in excess of the cost of surface transportation. Since the average monthly cost of air transportation over a period of the past [redacted] months has been \$ [redacted], it is felt that this procedure should be revised to the extent that the activity requesting the air shipment should have knowledge of the comparative cost between air and surface and that certification as to operational necessity is furnished to the [redacted]. The proposed revised form will furnish the information to the Division Chief, on which a final decision as to whether air or surface transportation can be used can be made. The revised procedure does not contemplate requiring a statement of the operational necessity by the operating activity to the [redacted] for reasons of security. Certification of the Division Chief is considered to be adequate for this purpose. 25X1

RECOMMENDATIONS:

(1) The existing Form 36-4, Request for Overseas Shipment of Cargo be revised to meet the requirements of the above comments.

25X1 (2) That the present procedure for handling Form 36-4 be revised to the extent that the original of this form will be transmitted directly to the [redacted] Transportation Division, and an information copy to the Procurement Office. 25X1

(3) That upon receipt of the revised Form 36-4 the Chief, [redacted] Transportation Division will obtain estimated weight and cube of proposed shipment and will estimate the cost of shipping by air and for handling through appropriate channels obtain certifications of the Division Chief that shipment by air is essential for reasons of operational necessity as provided by the revised form. ILLEGIB

25X1 The Chief, [redacted] will [redacted] take this action immediately and will not delay the shipments in any manner as the certifications should be obtained well in advance of the date the shipment is to depart. 25X1X8

AIR SHIPMENTS

CERTIFICATION FOR NECESSITY:

Cost of Transportation of the above shipment to destination by air
will be \$ _____.

Estimated time of departure of air shipment is _____.
(date)

Estimated time of arrival at destination is _____.
(date)

Cost of handling this shipment by the use of surface transportation
is estimated at \$ _____, and the estimated time of departure
will be _____.

Estimated time of arrival at destination is approximately _____.
(Date)

CHIEF, SHIPPING BRANCH
TRANSPORTATION DIVISION

I certify that the above shipment must be transported by air for
reasons of operational necessity and that the estimated time of arrival by surface
transportation is not satisfactory.

Chief, _____ Division, _____ Office

NOTE: The certification of Division Chief in the operating activity concerned
is required in connection with operational necessity for air shipments.